

MICHIGAN STATE UNIVERSITY
SPARTANS WILL.

HRConnect

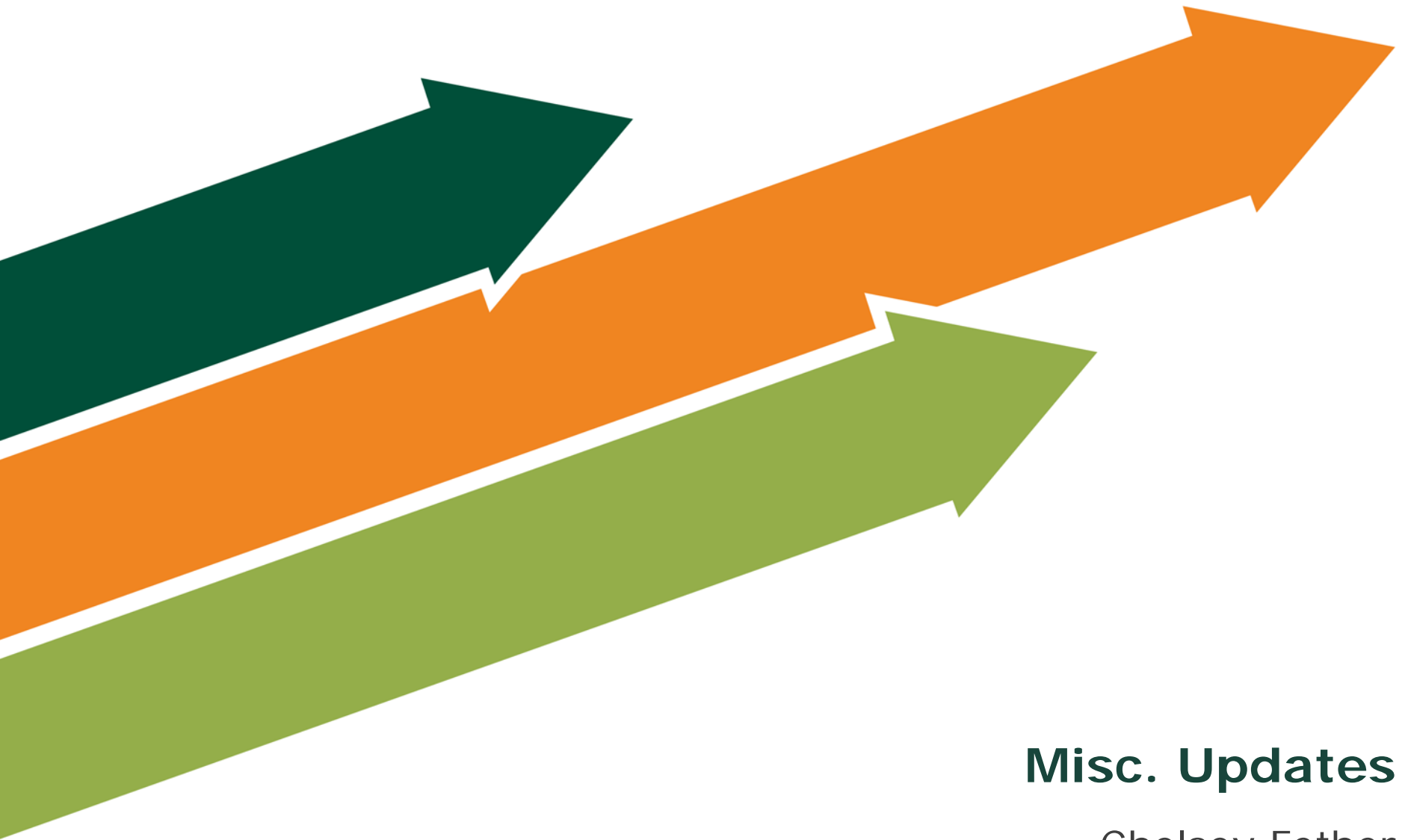
Wednesday, July 27, 2022

9 a.m. – 10:30 a.m.

Microsoft Teams



Human Resources
MICHIGAN STATE UNIVERSITY



Misc. Updates

Chelsey Fether



Human Resources
MICHIGAN STATE UNIVERSITY

HRConnect Survey

- 3-Question survey about your preferences for future HRConnect meetings
 - Modality (webinar, virtual meeting, hybrid in-person)
 - Time of day
 - Location for in-person portion of hybrid meeting
- Use link in chat to take survey now
- If accessing from slides after meeting:
 - [Take survey here](#)



2022 HRConnect

- August Meeting
 - Wednesday, August 31
 - Details to come





HR Compliance Update

Cheleane Clerkley



Human Resources
MICHIGAN STATE UNIVERSITY

HR Compliance Update

Updates: I-9 Training

Form I-9 Refresher Training Reminder

Annual I-9 Reports

I-9 Training



Compliance Team Updates:

Reminder:

Form *I-9 Refresher Training*:

- I-9 Refresher Training due 365 days from when the initial training was completed
- Reminder emails sent 30 days before the Refresher Training is due
- Prerequisite [I-9 Compliance Initial Training](#)



Compliance Team Updates:

I-9 Annual Reports:

- Annual reports this year will only be sent to MAU HR Reps.
- It has been a rough two years with COVID and the many implications it has brought with I-9 completion.
- With that in mind, a lot of factors (such as issues with Equifax, remote I-9, disappearing Section 1) including COVID impacted the university numbers.
- We will be working collaboratively with units to help increase our compliance rate and add additional general or unit specific training.



Compliance Team Updates:

Training

- HR Compliance Team with the Office for International Students and Scholars (OISS) is offering two (2) I-9 Training Sessions.
- Both sessions will cover the same content, there is no variance in the material that will be covered.
- Registration is not required to attend the training, held via Microsoft Teams Live Event at the links below
 - **Tuesday, Aug. 16, 2022 9am-11am:** [I-9 Training Session 1](#)
 - **Thursday, Aug. 18, 2022 1pm-3pm:** [I-9 Training Session 2](#)



Compliance Team Updates:

Youth/Volunteer Forms

- All forms need to be completed in their entirety
 - Section 1 is for the program coordinator
 - Section 2 is for the volunteer
- Links to updated CBC forms can be located under [Criminal Background Check \(CBC\) Authorization Forms](#) on the HR website



Questions?

Cheleane Clerkley

chambe78@hr.msu.edu

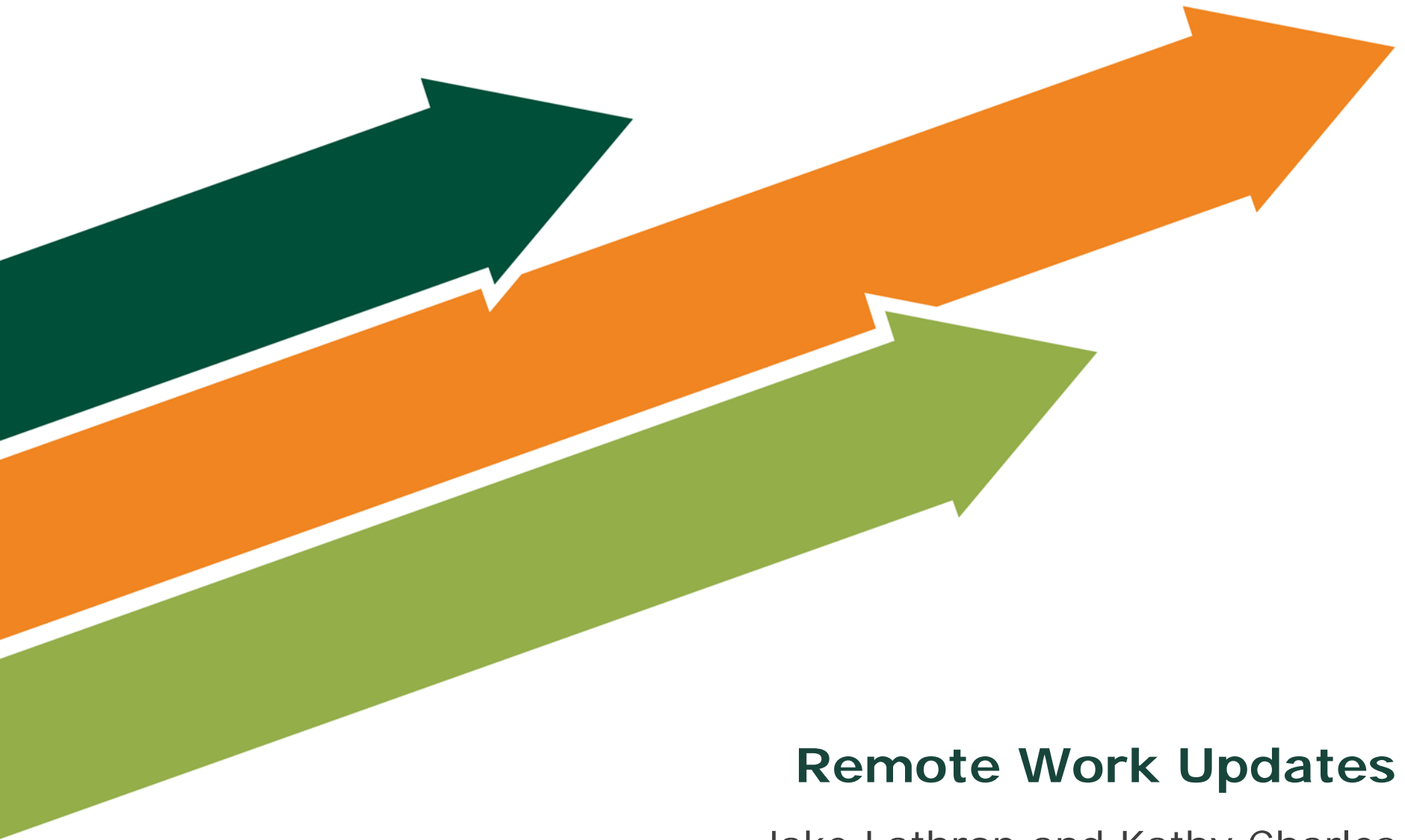
517-884-0131

Compliance Team:

cbc@hr.msu.edu

HR.I9Admin@hr.msu.edu





Remote Work Updates

Jake Lathrop and Kathy Charles



Human Resources
MICHIGAN STATE UNIVERSITY

Questions?

Contact your respective MAU HR Representative
or reach out to SolutionsCenter@hr.msu.edu.





New Support Staff Reclassification Form

Alice Smith



Human Resources
MICHIGAN STATE UNIVERSITY

Reclassification Process

- Department recognizes change in the work/duties being performed by an incumbent and may be working outside of their current classification.
- Department submits a request to Classification Team to review duties for recommendation of classification change.
- Classification Team reviews incumbent's work being performed and provides recommendation of the appropriate classification to the department that could result in a promotion, lateral or demotion in classification level.



Current Reclassification Form

- The current Reclassification Form is:
 - A fillable PDF form that only works in Internet Explorer
 - Allows department to complete information to request a change in classification
 - Pulls in only current attributes of incumbent's current classification, supervisor, working hours and location



Current Reclassification Form

- The current Reclassification Form does not:
 - Enforce information to be entered into the form
 - Allow more than 253 characters to describe the work in each line item
 - Pull in current funding for the incumbent
 - Calculate new hourly/salary wage based on contractual obligations
 - Enforce supervisory relationships for APSA classifications



"Connecting the Dots"

- Classification Team recognized the difficulty in the current Reclassification Form regarding:
 - Information needed to provide recommendations to department
 - How to fill out the form correctly
 - What information is required to process the request
 - Contractual obligations and MAU Authorized signer requirements
- Microsoft Internet Explorer is no longer supported as of Summer of 2022



New Reclassification Form

The New Reclassification Form will have the ability to:

- Open in Microsoft Edge, Chrome, Firefox, and Safari
- Allow Department to fill in all information needed to request change in classification (Current)
- Pulls in current attributes of incumbent's current classification, supervisor, working hours and location and requested classification attributes (Current/New)
- Enforce information to be entered into the form (New)



New Reclassification Form

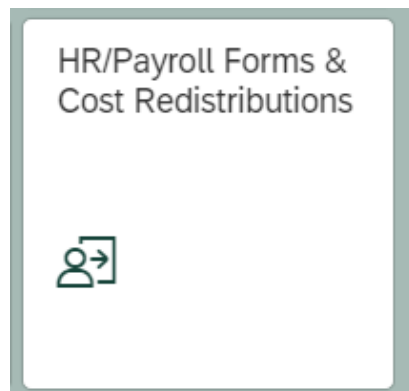
The New Reclassification Form will have the ability to:

- Allow more than 500 characters to describe the work in each line item (New)
- Pull in current funding for the incumbent (New)
- Automatically calculate new hourly/salary wage based on contractual obligations (New)
- Add supervisory relationships for APSA classifications (New)



Start of New Reclassification Form

- The new form will be in EBS under the HR/Payroll Forms & Cost Redistribution Tab
- Select “Reclassify a Support Staff Employee” in the drop-down box.



Forms Landing Page

Employee Processes

Select Employee Process:

Begin by choosing a process from this drop down

- Create a New Appointment/Assignment
- Change an Existing Appointment/Assignment
- Display/Change an Employee's Cost Distribution
- Display/Change an Employee's Pay Rate or Salary
- Process a Leave of Absence or Leave Return
- Terminate Employment
- Process an AY Summer Appt for Faculty or Acad. Staff
- Reclassify a Support Staff Employee
- Additional Payment Form



New Reclassification Form

The New Reclassification Form will start with requesting:

- PERNR of incumbent
- Requested Effective Date



The screenshot shows the 'SS Position Create/Change Request' form. At the top, there is a navigation bar with a back arrow, the Michigan State University logo, and the title 'SS Position Create/Change Request'. Below the navigation bar are two buttons: 'Restart' and 'Continue to Form'. The main section is titled 'Search Employee by PERNR/PERSON ID'. It contains two required fields: '* PERNR or PERSID:' with the value '00000000' and a copy icon, and '* Effective Date:' with the value '06/23/2022' and a calendar icon. At the bottom of the form is a 'Search Assignment' button.



New Reclassification Form cont.

The new form can be searched by:

- Name
- Personnel Number
- Organization Unit
- Organization Description
- ZPID

< MICHIGAN STATE UNIVERSITY SS Position Create/Change Request

Restart Continue to Form

Search Employee by PERNR/PERSON ID

* PERNR or PERSID: 00000000

* Effective Date: 06/23/2022

Search Assignment

Search: PERNR or PERSID

Hide Advanced Search Go

Person ID: Personnel Number:

Last Name: First Name:

Middle Name: SSN No.:

Organizational Unit ID: Org. Description:

ZPID:


Cancel



New Reclassification Form cont.

Next, select the correct assignment to process, as Support Staff may have more than one assignment. Verify:

- Perner
- Employee Name
- Employee Status
- Org Unit Name
- Job Id
- Job Title
- Employee Subgroup
- Payroll Area
- Employee Percentage

<  MICHIGAN STATE UNIVERSITY SS Position Create/Change Request

[Restart](#) [Continue to Form](#)

Search Employee by PERNR/PERSON ID

* PERNR or PERSID: 0

* Effective Date: 06/23/2022

Search Assignment

Select Assignment to Process

Person ID	Pers. No.	Employee Name	Assignment End Date	Employee Status	Org Unit	Org Unit Name	Job ID	Job Title	Employee Sub Group	Payroll Area	Emp %	EE Type
<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>		Active	40001176	ASG BRESLIN STUDENT EVENT	20002199	Operations Supervisor III	Salary Level 3	M1	100.00	SS
<input type="radio"/>												

Reason for Request: Reclassify person and position (Change Job)

* New Job: 00000000

[Continue](#)



New Reclassification Form cont.

* Effective Date: 06/23/2022

Search Assignment


Select Assignment to Process

	Person ID	Pers. No.	Employee Name	Assignment End Date	Employee Status	Org Unit	Org Unit Name
<input checked="" type="radio"/>					Active	40001176	ASG BRESLIN STUDENT EVENT
<input type="radio"/>							

Reason for Request: Reclassify person and position (Change Job) ▼

* New Job: 00000000

Continue



Once the assignment has been selected, search for the requested classification by Job ID.

This can be done by Job ID or the Job description of the classification.

Select: Job ID

Hide Advanced Search

Job ID:

Job Description:

Items

--	--



New Reclassification Form cont.

After selecting the requested classification change, the form will move to the Organization data to be reviewed.

Support Staff Reclassification

Download PDF Forms & Workflow Path

Personnel Number: 00368052

[Personal Details](#) [Organizational Data](#) [New Reporting Relationships](#) [Planned Working Time](#) [Description of Duties](#) [Pay and Cost Distribution](#) [Data Changes](#) [Ad](#) > ▾

Organizational Data

Effective Date:	07/01/2022	
Organizational Unit:	40001176	ASG BRESLIN STUDENT EVENTS CENTER
*Supervisor Position:		30002529
Position ID:	30330995	Operations and Safety Coordinator/S
Job ID:	20003964	Operations and Safety Coordinator/S
Payroll Area:	M1	MSU: Monthly
Personnel Area:	MSU1	MSU - US
Personnel subarea:	APSA	Pro Supervisory
Employee Group:	1	Union
Employee Subgroup:	A9	Salary Level 3



New Reclassification Form cont.

After the requested classification has been selected, the form will be viewed like the classification database listing the tabs :


- Personal Details
- Organization Data
- New Reporting Relationship
- Planned Working Time
- Description of Duties/Position Summary
- Pay and Cost Distribution
- Data Changes
- Ad Hoc Approvers & Acknowledgement
- Notes and Attachments
- PDF Saving Capability

The screenshot shows the 'Support Staff Reclassification' form. At the top, there is a header bar with the title 'Support Staff Reclassification' on the left, a 'Download PDF' button in the center, and a 'Forms & Workflow Path' dropdown on the right. Below the header, the 'Personnel Number: 00368052' is displayed. A horizontal tab bar contains the following tabs: 'Personal Details' (which is the active tab), 'Organizational Data', 'New Reporting Relationships', 'Planned Working Time', 'Description of Duties', 'Pay and Cost Distribution', 'Data Changes', and 'Ad' followed by a right arrow and a dropdown arrow. The main content area of the 'Personal Details' tab contains several input fields: 'Title:' with a dropdown menu, 'First name:' with a text box containing a redacted name, 'Preferred Name:' with an empty text box, 'Middle Name:' with a text box containing a redacted name, 'Last Name:' with a text box containing a redacted name, and 'Suffix:' with an empty text box.



New Reclassification Form cont.

Support Staff Reclassification



 Download PDF

Forms & Workflow Path ▾

Personnel Number: 00368052

[Personal Details](#) [Organizational Data](#) [New Reporting Relationships](#) [Planned Working Time](#) [Description of Duties](#) [Pay and Cost Distribution](#) [Data Changes](#) [Ad >](#) ▾

Organizational Data

Effective Date:	<input type="text" value="07/01/2022"/>	
Organizational Unit:	<input type="text" value="40001176"/>	ASG BRESLIN STUDENT EVENTS CENTER
*Supervisor Position:	<input type="text" value="30002529"/>	
Position ID:	<input type="text" value="30330995"/>	Operations and Safety Coordinator/S
Job ID:	<input type="text" value="20003964"/>	Operations and Safety Coordinator/S
Payroll Area:	<input type="text" value="M1"/>	MSU: Monthly
Personnel Area:	<input type="text" value="MSU1"/>	MSU - US
Personnel subarea:	<input type="text" value="APSA"/>	Pro Supervisory
Employee Group:	<input type="text" value="1"/>	Union
Employee Subgroup:	<input type="text" value="A9"/>	Salary Level 3



New Reclassification Form cont.

- For APSA classifications, the department can add the employees the incumbent will be supervising within the form and automatically update the system once the reclassification has been approved.
- The employees can be searched by a subordinate lookup feature.

Support Staff Reclassification

Personnel Number: 00368052

< a New Reporting Relationships Planned Working Time Description of Duties Pay and Cost Distribution Data Changes Ad Hoc Approvers Acknowledgement > v

This reclassified position will ALSO supervise the following

*Position Number	Position Name	Pay Grade Level	Full Name
Items are not currently available			

Planned Working Time

Work Schedule: Standard Salary Schedule v

Employment Percent: 100.00

This reclassified position will ALSO supervise the foll...

*Position Number:

Position Name:

Pay Grade Level:

Full Name:

OK Cancel



New Reclassification Form cont.

- After the details of the incumbent have been reviewed and the requested classification has been selected, a description of the new duties will need to be completed.
- Provide a brief summary of the work being performed. This is a generalized statement to describe the unit and the work being performed and the incumbent's duties that contribute to the unit's business.

The screenshot shows the 'Support Staff Reclassification' form for Personnel Number 00368052. The 'Description of Duties' tab is active. It features a rich text editor for a 'Position Summary' and a table for 'Description of Duties (each between 5% and 45%)'. The table has two columns: 'Duties Percentage' and 'Duties Description'. The table is currently empty, with a message 'Items are not currently available' at the bottom. A yellow '+' button is in the top right of the table area. Navigation tabs at the top include 'Planned Working Time', 'Description of Duties', 'Pay and Cost Distribution', 'Data Changes', 'Ad Hoc Approvers', 'Acknowledgement Section', 'Notes', and 'Attachments'. A 'Download PDF' button and 'Forms & Workflow Path' dropdown are in the top right corner.

Duties Percentage	Duties Description
Items are not currently available	



New Reclassification Form cont.

Next, a breakdown of duties is needed. By selecting the plus sign at the bottom of the form, the department can add the description of duties the incumbent is performing. The duties should be between 5% and 45% in each line item totaling 100% of the incumbent's duties.

The screenshot shows the 'Support Staff Reclassification' form. At the top, there's a 'Personnel Number: 00369023' and a 'Download PDF' button. Below this is a navigation bar with tabs: 'Planned Working Time', 'Description of Duties', 'Pay and Cost Distribution', 'Data Changes', 'Ad Hoc Approvers', 'Acknowledgement Section', 'Notes', and 'Attachments'. The 'Description of Duties' tab is active. It contains a 'Position Summary' section with a text area and a 'Description of Duties (each between 5% and 45%)' section. The latter has a table with columns 'Duties Percentage' and '*Duties Description'. A yellow plus sign button is located at the bottom right of the table.



The modal dialog is titled 'Description of Duties (each between 5% and 45%)'. It contains two input fields: 'Duties Percentage:' and '*Duties Description:'. At the bottom right, there are 'OK' and 'Cancel' buttons. The dialog is overlaid on a background that shows a portion of the 'Description of Duties' table from the main form.



New Reclassification Form cont.

- After entering the duties, the next step is to verify the salary wages and the cost distribution.
- For salary wages (APA, APSA, POAM, Nurse) that have contractual increases, the form will calculate the appropriate amount based on the contractual amount within levels.

Support Staff Reclassification Download PDF Forms & Workflow Path


Personnel Number: 00368052

< Planned Working Time Description of Duties Pay and Cost Distribution Data Changes Ad Hoc Approvers Acknowledgement Section Notes Attachments



Pay and Cost Distribution

Basic Pay and Cost Distribution

Minimum Rate/Salary:

*Annual Salary: 

Permissible Funds + Compute Cost Distribution

*Start Date	*End Date	*Fund (Chart/Account)	WBS Element (Sub-account)	Cost Center (Sub-object)	Order (Project Code)	*Functional Area (Org. Ref ID)	
07/01/2022	12/31/9999	MSXH023140	NO_SUB-ACCOUNT			99999999	 



New Reclassification Form cont.

For hourly wages (CTU, SSTU, #1585, #274, #324), the form will display the range amounts for the requested level for the department to determine new hourly rate.

Support Staff Reclassification
Download PDF
Forms & Workflow Path

Personnel Number: 00343971

Planned Working Time
Description of Duties
Pay and Cost Distribution
Data Changes
Ad Hoc Approvers
Acknowledgement Section
Notes
Attachments

Pay and Cost Distribution

Basic Pay and Cost Distribution

Probationary Rate:
20.54

Job Rate:
21.62

*Hourly Rate:

+
Compute Cost Distribution

*Start Date	*End Date	*Fund (Chart/Account)	WBS Element (Sub-account)	Cost Center (Sub-object)	Order (Project Code)	*Functional Area (Org. Ref ID)
07/01/2022	12/31/9999	MSXH022873	MSXH022873-7420			RHS-3362



New Reclassification Form cont.

- The form will also generate the current cost distribution for the department to confirm and/or alter the funding.
- Should the funding be changed, the form will compute the new funding to verify the amount and percentage breakdown totals 100%.

Support Staff Reclassification
Download PDF
Forms & Workflow Path

Personnel Number: 00368052

Planned Working Time
Description of Duties
Pay and Cost Distribution
Data Changes
Ad Hoc Approvers
Acknowledgement Section
Notes
Attachments

Pay and Cost Distribution

Basic Pay and Cost Distribution

Minimum Rate/Salary: 50,481.00
*Annual Salary: 63,101.88

Permissible Funds

+ Compute Cost Distribution

*Start Date	*End Date	*Fund (Chart/Account)	WBS Element (Sub-account)	Cost Center (Sub-object)	Order (Project Code)	*Functional Area (Org. Ref ID)
07/01/2022	12/31/9999	MSXH023140	NO_SUB-ACCOUNT			99999999



New Reclassification Form cont.

If adding new funding account, the form will display the permissible funding fields needed including:

- Start date of funding
- End date of funding
- Fund (Account)
- WBS (Sub-Account)
- Cost Center (Sub-object)
- Order (Project Code)
- Functional Area (Org, Ref ID)

The screenshot shows a web application interface with a modal window titled "Permissible Funds". The modal contains several input fields with labels and icons for selection:

- *Start Date:** A date picker field with a calendar icon. The text "Enter Date Greater than or equal to 07/01/2022" is displayed.
- *End Date:** A date picker field with a calendar icon. The text "MM/dd/yyyy" is displayed.
- *Fund (Chart/Account):** A text input field with a selection icon.
- WBS Element (Sub-account):** A text input field with a selection icon.
- Cost Center (Sub-object):** A text input field with a selection icon.
- Order (Project Code):** A text input field with a selection icon.
- *Functional Area (Org, Ref ID):** A text input field.

At the bottom right of the modal are "OK" and "Cancel" buttons. The background shows a navigation bar with tabs: "of Duties", "Pay and Cost Distribution", "Data Changes", "Ad Hoc Approvers", and "Acknowledgements".



New Reclassification Form cont.

Next step, the form will display the requested classification and Job ID change being selected and compare it with the classification and Job ID the incumbent is currently in.

Support Staff Reclassification

[Download PDF](#) Forms & Workflow Path ▾

Personnel Number: 00368052

[<](#) [Planned Working Time](#) [Description of Duties](#) [Pay and Cost Distribution](#) [Data Changes](#) [Ad Hoc Approvers](#) [Acknowledgement Section](#) [Notes](#) [Attachments](#) ▾

Data Changes

Field Name	New Value	Old Value
Job Description	Operations and Safety Coordinator/S	Operations Supervisor III
Job ID	20003964	20002199



New Reclassification Form cont.

- With the New Reclassification Form, the new MAU workflow and Executive Office workflow will automatically be invoked in the following scenarios:
 - Salary increases above the 5% or 10% contractual obligations for MAU approval.
 - Salary increases above 10% for President, Provost, EVPA or EVPHS approval.
- Ad-hoc users in workflow can also be used when necessary:

The screenshot shows a web-based form titled "Support Staff Reclassification". At the top right, there is a "Download PDF" button and a "Forms & Workflow Path" dropdown menu. Below the title, the "Personnel Number" is displayed as 00368052. A horizontal navigation bar contains several tabs: "Planned Working Time", "Description of Duties", "Pay and Cost Distribution", "Data Changes" (which is the active tab), "Ad Hoc Approvers", "Acknowledgement Section", "Notes", and "Attachments". The "Ad Hoc Approvers" section is currently expanded, showing a table with two columns: "MSU Net ID" and "Name". The table is empty, and a message "Items are not currently available" is displayed below it. Below the table, there is a "+" icon to add new approvers. The "Acknowledgement Section" is visible below the table, containing a checkbox labeled "*I verify this form is complete to the best of my knowledge:". At the bottom of the form, there is a "Notes" section.



New Reclassification Form cont.

The last item on the New Reclassification form is if the department will need to communicate any additional information regarding the reclassification request and add any attachments needed such as:

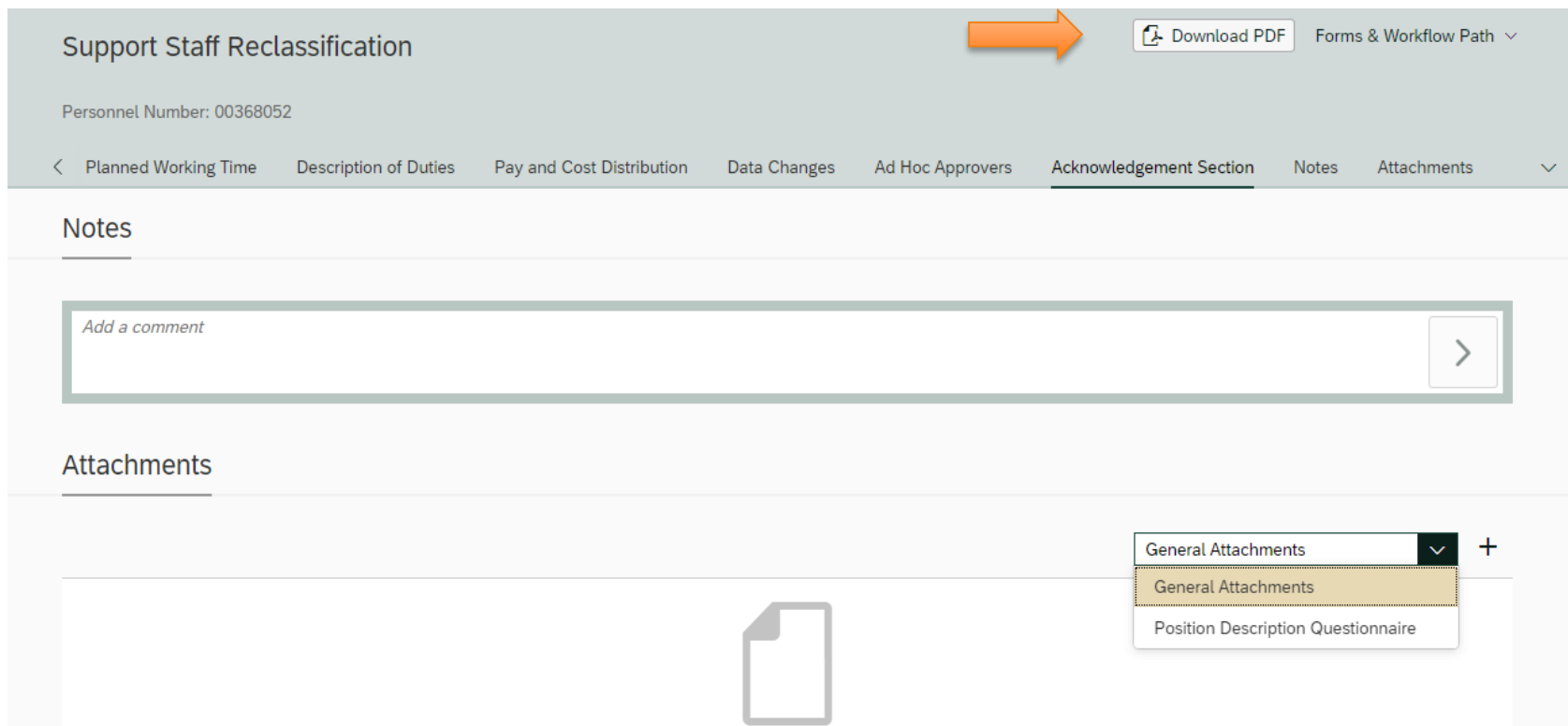
- Organizational charts,
- Position Description Questionnaires,
- Salary Justification letters
- Other supporting documentation information

The screenshot displays the 'Support Staff Reclassification' form interface. At the top, there is a header bar with the title 'Support Staff Reclassification', a 'Download PDF' button, and a 'Forms & Workflow Path' dropdown. Below the header, the 'Personnel Number: 00368052' is shown. A navigation bar contains several tabs: 'Planned Working Time', 'Description of Duties', 'Pay and Cost Distribution', 'Data Changes', 'Ad Hoc Approvers', 'Acknowledgement Section' (which is currently selected), 'Notes', and 'Attachments'. The 'Notes' section is highlighted with an orange arrow pointing to it. It features a text input field with the placeholder 'Add a comment' and a right-pointing arrow button. Below the 'Notes' section is the 'Attachments' section, which is also highlighted with an orange arrow. It shows a file upload area with a document icon and a dropdown menu labeled 'General Attachments' with a plus sign. The dropdown menu is open, showing two options: 'General Attachments' and 'Position Description Questionnaire'. At the bottom of the slide, there are three large, horizontal arrows in dark green, orange, and light green, pointing to the right.



New Reclassification Form cont.

Once the New Reclassification Form has been completed and is ready for submission, the department can download a PDF copy for their records.



Support Staff Reclassification

Personnel Number: 00368052

Download PDF Forms & Workflow Path ▾

< Planned Working Time Description of Duties Pay and Cost Distribution Data Changes Ad Hoc Approvers Acknowledgement Section Notes Attachments ▾

Notes

Add a comment

Attachments

General Attachments ▾ +

- General Attachments
- Position Description Questionnaire



New Reclassification Form cont.

The PDF will look very similar to the Staffing Request Form and include all attributes of the requested changes.

MICHIGAN STATE UNIVERSITY		Support Staff Position Reclassification Request		Pernr: [REDACTED] Name: [REDACTED]	Initiator Name: EBSP Test Account 1 Process Ref #: 000000030845
Personal Data					
Title	First Name	[REDACTED]		Last Name	[REDACTED]
Suffix	Preferred Name			Middle Name	
Organization Assignment					
Effective Date	07/01/2022		Position ID	30462250	
Organization ID	10049299 - FACILITY FOR RARE ISOTOPE BEAMS				
Job Title	20003285 - FRIB Quality Engineer III				
Supervisor	[REDACTED]		Payroll Area	M1 - MSU: Monthly	
Personnel Area	MSU1	MSU - US	Personnel Subarea	AP - Professionals	
Employee Group	1	Union	Employee Subgroup	A7 - Salary Level 2	
Planned Working Time					
Work Schedule Rule	Standard Salary Schedule		Employment percent	100.00	
Position Description					
Position Summary (Basic Job Function)		Functions as project leader in the design, fabrication, assembly, operation and maintenance of nuclear particle accelerators and related auxiliary equipment in order to contribute to the progress and direction of the laboratory.			
Description of Duties					
Percentage	Description				
45.00	Trains support staff in complex operational procedures and performs staff evaluations.				
45.00	Trains support staff in complex operational procedures and performs staff evaluations.				
10.00	Trains support staff in complex operational procedures and performs staff evaluations.				



New Reclassification Form cont.

MICHIGAN STATE
UNIVERSITY

Support Staff Position Reclassification Request

Pernr:
Name

Initiator Name: EBSP Test Account 1

Process Ref #: 000000030845

Basic Pay and Cost Distribution						
Minimum Salary/Rate		Maximum Salary/Rate		Desired Salary/Rate		
58,859				50,871.08		

Start date	End date	Account (Fund)	Sub-Account (WBS Element)	Sub-Object (Cost Center)	Project code (Order)	Org Red ID (Functional Area)
07/01/2022	12/31/9999	MSDS100275	NO_SUB-ACCOUNT			99999999

Supervisory Duties		
Position ID	First Name	Last Name

If additional comments are necessary for workflow approval, please enter below.

Previous Comments

EBSP Test Account 150
3 level increase auto calcs 10%

06/23/2022 07:56:26

New Comments



Human Resources
MICHIGAN STATE UNIVERSITY

Roll Out

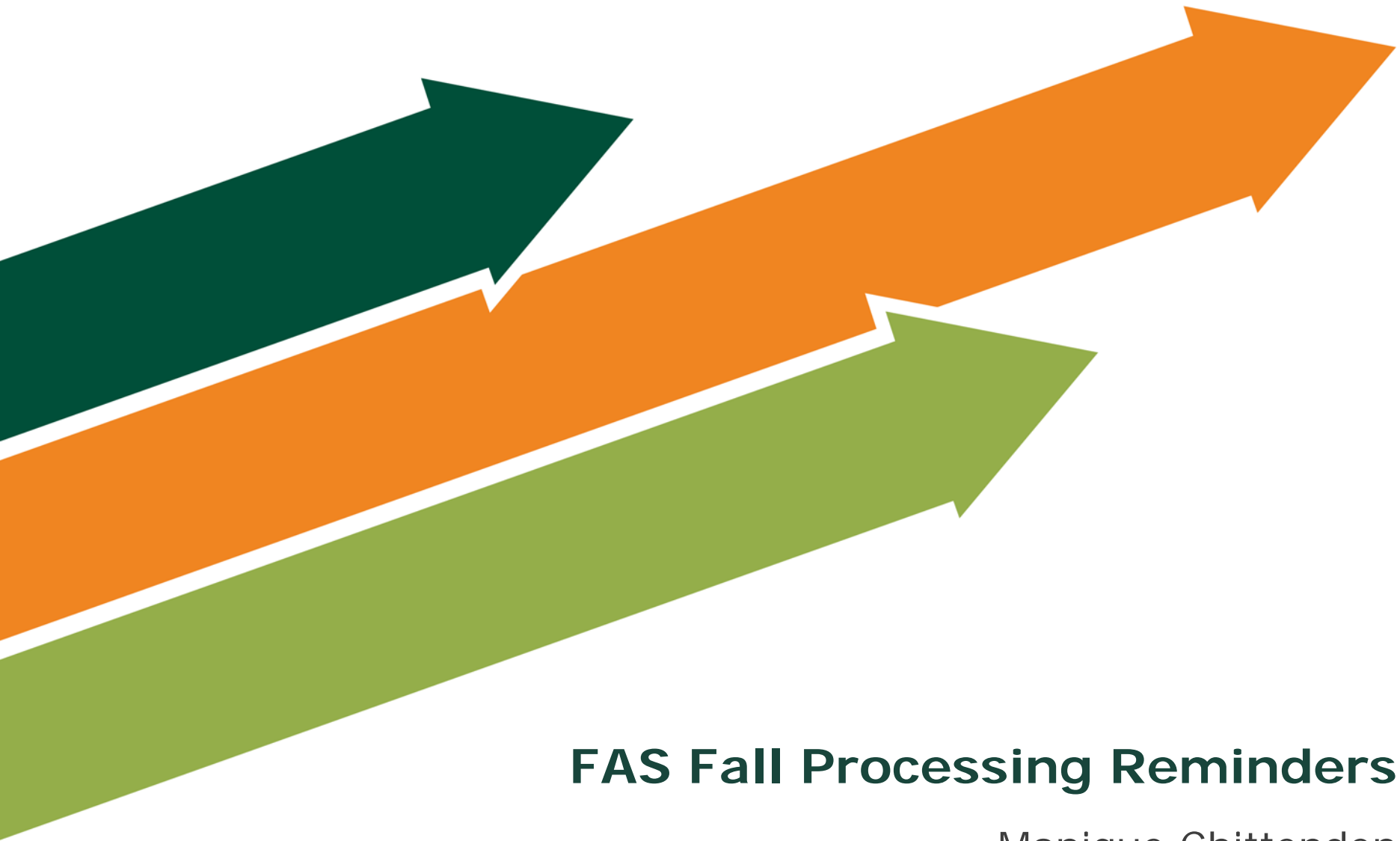
- Communications to departments regarding the New Reclassification Form will sent out August 18th, 2022.
- New Reclassification Form will be available for use effective late August
- Training details coming soon



Questions?

- HR.ClassComp@hr.msu.edu
- Alice Smith – smith541@hr.msu.edu or via Teams
- Jayme Miller – jmiller2@hr.msu.edu or via Teams





FAS Fall Processing Reminders

Monique Chittenden



Human Resources
MICHIGAN STATE UNIVERSITY

FAS Fall Processing Reminders

- **PageUp process reminders**

- Complete the Academic Final Interview List Approval form and attach to the Posting before conducting final interviews.
- Change the status of the applicants for final interview to "Interview List Sent to Compliance Panel (Compliance Panel Review)"
- The job status should change to Interview to Compliance Review when clicking yes on the job status and then click the "Move Now" button
- For questions on the steps to follow, please reference the staffing coordinator guide at the following link:
<https://hr.msu.edu/ua/pageuphelp/documents/staffing-coordinator-guide-fas.pdf>



FAS Fall Processing Reminders

- **After the background check is complete and the applicant has accepted the offer, please remember that a Hire action in EBS will also be needed.**
 - Here is where you will attach the required attachments, i.e. offer letter, FTM, FAS offer letter attachments, and HireRight background check meets company standards



FAS Fall Processing Reminders

- **Reminder: COVID directive is required for all hires and rehires**
 - The document does need to show the signature below the directive
- **Payroll deadlines**
 - As a reminder, we will process forms in order received based on the payroll deadline. Please make sure to follow the HR Cutoff dates for the M1 and B1 payroll dates



FAS Fall Processing Reminders

- **Completion of I-9 requirements**
 - For all employees, it is important for the I-9 to be completed, with section 2 to be completed no more than 3 days after the start date
 - Anyone who has a work authorization date, the I9 must be completed before we will approve the form in order for us to verify the work authorization date aligns with the appointment paperwork.



Questions?

Monique Chittenden

speesmo@hr.msu.edu

Academic Operations

avphr.academicops@hr.msu.edu

